

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 294
DECEMBER 1, 2010 – WORK SESSIONS

Public Works
Summary Minutes

Work Session was held between the County Commissioners and Public Works on Wednesday, December 1, 2010, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
Angie Homola, Member
John Dean, Member

Staff Present: Bill Oakes, Director, Joantha Guthrie, Donna Keeler, Steve Marx, Jack Taylor, Connie Bowers

Others Present: Elaine Marlow, Budget Director, Rufus Rose

Add-On

Subject: Freeland Comprehensive Sewer Plan & Engineering Report/Facility Plan amendment

Attachment: none

Proposed Action: Resolution in the matter of approving the Freeland Comprehensive Sewer Plan and Engineering Report/Facility Plan

Follow up: Okay with Board to move forward to Monday's agenda.

Roads

Subject: TIP Amendment – 2011-2016

Attachment: Summary & TIP Amendment

Proposed Action: Amendments to the Six-Year Transportation Improvement Program:

- Addition of the Rhododendron Trail Phase 2 Project
- Funding adjustment to the Freeland Trail project
- Minor revisions/corrections to 3 other projects

Follow Up: Okay with Board to forward resolution to Monday's agenda.

Subject: Traffic Signal Maintenance Agreement with Sensible Services, Inc. dba Green Light Solutions

Attachment: Maintenance Agreement

Proposed Action: Agreement – Sensible Services, Inc. dba Green Light Solutions; Maintenance and Inspection of County-owned traffic signals; Hourly rate of \$100.00 (4-hour minimum) and \$15.00/hour travel time; Expiration December 31, 2013.

Follow Up: Okay with Board to move forward to Monday's agenda.

Subject: Purchase Radar Reader Board for Traffic Calming

Attachment: Quotes & Purchase Order

Proposed Action: PO# 8180; All Traffic Solutions; Two Radar Reader Signs; \$6592.65 incl. freight and tax.

Follow Up: Okay with Board to move forward to Monday's agenda.

Subject: Traffic Signal Repair

Attachment: Purchase Order & Quote

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Proposed Action: PO# 8181; Sail Electric, Inc.; Repairs to Signal @ Ault Field & Oak Harbor due to collision damage; \$5188.41 not including tax.

Follow Up: Okay with Board to move forward to Monday's agenda.

Subject: Discuss Call for Bid for 2011 Crushed Rock Supplies

Attachment: Bid Proposal

Proposed Action: Call for bid for crushed rock supplies 2011-2013– CSTC, CSBC & 3/8" #10 Aggregate for Bituminous Surface Treatment (Chipseal)

Follow up: Okay with Board to move Resolution forward to Monday's agenda.

Surface Water

Subject: KPG On-Call Consultant Agreement

Attachment: Consultant Agreement

Proposed Action: Agreement – KPG, P.S.; On-Call Consultant Contract for Civil Engineering, Surface Water, Architecture, Surveying; \$200,000.00; Expiration date December 31, 2013.

Follow up: Okay with Board to move forward to Monday's agenda.

Public Works

Subject: Park Fee Schedule for 2011

Attachment: Fee Schedule

Proposed Action: Proposed Park fee increases for 2011:

Cornet Bay Dock Premium and Standard Slips	\$50.00 increase
Rhododendron Park daily Campsite	\$ 5.00 increase
Special Event Park Reservation	
Under 30 people	\$25.00 (non-refundable, may reschedule event)
Over 30 people	\$50.00 (non-refundable, may reschedule event)

Follow up: Okay with Board.

Subject: MIG Supplemental Agreement No. 1- Time Extension Only

Attachment: Supplemental No. 1: PW-1020-001

Proposed Action: MIG Supplemental Agreement No. 1; PW-1020-001; Time Extension to June 30, 2011

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Freeland Planters

Attachment: none

Information: Briefing by staff on a citizen's concern regarding Friend's of Freeland planter boxes placed in the easement area along Main Street in front of the Village at Maple Ridge condos.

Follow up: Planters have been removed and are currently being stored.

Subject: MIG, Inc. Update

Attachment: none

Proposed Action: Bill Oakes provided an overview of the parks plan to provide the Board with background information prior to MIG's presentation at the December 8, 2010 work session.

General Services Administration
Summary Minutes

Work Session was held between the County Commissioners and General Services Administration on Wednesday, December 1, 2010, at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Betty Kemp, Director

Others Present: Elaine Marlow, Budget Director

Motor Pool

Subject: Surplus Sale of Vehicle

Attachment: yes

Proposed Action: Resolution authorizing the sale or disposal of a 1989 Chevrolet Astro Van in accordance with ICC Chapter 2.31.

Follow Up: Okay with Board to move resolution forward to Monday's agenda.

Subject: Veterinary bill

Attachment: yes

Proposed Action: Penn Cove Veterinary Clinic, Invoice # 9432; \$90.00.

Follow up: Okay with Board.

Juvenile & Family Court Services
Summary Minutes

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, December 1, 2010, at 10:20 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Mike Merringer, Director, Brooke Powell, Greg Banks, Mark Brown, Wylie Farr, Debra Van Pelt

Others Present: Elaine Marlow, Budget Director, Melanie Bacon, Rufus Rose

Subject: Personnel Action

Attachment: none

Proposed Action: Mike briefed the Board on his proposal to re-organize Superior Court with the departure of Sherry Cameron, Court Manager.

Follow-up: The Board approved a PAA to increase Christine Holbrook from .75 FTE to full time and Mike will come back to staff to further discuss his ideas for reorganizing Superior Court's staffing.

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Prosecuting Attorney
Summary Minutes

Work Session was held between the County Commissioners and Prosecutor on Wednesday, December 1, 2010, at 10:40 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Greg Banks, Sheriff Brown, Wylie Farr, Mike Merringer, Brooke Powell, Debra Van Pelt

Others Present: Elaine Marlow, Budget Director, Melanie Bacon, Rufus Rose

Subject: Loss of Victim-Witness Grants Funds

Attachment: none

Information: Greg noted that there will be a shortfall of about \$7500.00 in state funding for the victim witness position. As part of his 2011 budget there are plans to lay off a DPA which should cover the backfill for the victim-witness position as well as an increase in salary for two DPA's.

Subject: DPA Salary Increases

Attachment:

Proposed Action:

- PAA – DPA II, Eric Ohme, increase from DP III 15 to DP 16 – effective 12/6
- PAA – DPA I, Kailin James, increase from DP II 13 to DP 14 – effective 12/6

Follow up: Okay with Board.

Sheriff
Summary Minutes

Work Session was held between the County Commissioners and the Sheriff on Wednesday, December 1, 2010, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Sheriff Mark Brown, Wylie Farr, Greg Banks, Mike Merringer, Brooke Powell, Debra Van Pelt

Others Present: Elaine Marlow, Budget Director

Subject: Part time position funding

Attachment: none

Proposed Action: Request to fund a part time Records position (15 to 20 hours per week).

Follow-up: Sheriff Brown will work with the Budget Director on funding options.

Planning & Community Development
Summary Minutes

Work Session was held between the County Commissioners and the Planning Department on Wednesday, December 1, 2010, at 11:05 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Bob Pederson, Paula Bradshaw, Andy Griffith, Mary Engle

Others Present: Elaine Marlow, Budget Director, Rufus Rose

Subject: Open Timber

Attachment: yes

Proposed Action:

- 335/OPS, Applicant Ti Foltz requests that 9 of his 10 acres, be admitted into the Open Timber current-use tax classification.
- 336/09 OPS, Applicant Ti Foltz requests that 21.75 acres of his 25 acre property, be admitted into the Open Timber current-use tax classification.

Follow up: Okay with Board to move to Monday's agenda to schedule for public hearing. (Bob Pederson will work with Assessor-Elect Mary Engle after the first of the year on transferring the Open Timber program to the Assessor's Office.)

Subject: 2011 fee schedule

Attachment: yes

Proposed Action:

Specific fee recommendations for 2011:

- Eliminate the fee for a pre-application meeting, to encourage potential applicants
- Increase the RUD and ENV fees by 100%
- Increase the fee for review of water systems to \$750, when review of a water system involves mediation or when the water system providers agree as to who should provide the service
- Establish a fee structure for Ebey's Landing design review – coordinate this with the Town of Coupeville
- Raise the building permit fees to cover the cost of archaeological review, critical areas compliance, and other building permit services where no direct fee may be charged. A 2% fee raises the cost of a typical single-family home by \$60, which would cover these costs
- Raise shoreline permit fees by 15% to provide full cost recovery
- Raise all other land use by 10% to provide full cost recovery

Follow up: The Board considered the recommendations and suggested the following changes:

- Increase the RUD and ENV fees by 25%
- Establish the following fee structure for Ebey's Landing design review –
- Level A - \$50.00, Level B – \$150.00, Level C - \$300.00
- Increase land use and shoreline permit fees by 3%

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- Increase building fees by 2%

Continue discussion to December 8, 2010 work session.

Subject: 2011 Work Program and Annual Review Docket

Attachment: yes

Proposed Action: Postponed.

Follow up:

Health Department
Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Wednesday, December 1, 2010, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair**
Angie Homola, Member
John Dean, Member

Staff: **Pam Dill**

Staff Present: **Keith Higman, Aaron Henderson, Linda Telles, Kerry Graves, Dr. Roger Case**

Others Present: **Elaine Marlow, Budget Director**

The first Health Department Staff Session of the month is designated for informal discussion of Board of Health matters.

Environmental Health

Subject: Contract with Herrera Environmental Consultants, Inc.

Attachment: yes

Proposed Action: Parent Contract No. 08-1864R – Recreation and Conservation Office – Salmon Project Agreement; Subcontract No. HD-09-10 Herrera Environmental Consultants, Inc. will support Island County with preparation of permits, site plans, final design and drawings, bid documents and construction assistance in removing a riprap revetment at Ala Spit; Contract Amount: \$80,405.00.

Follow up: Okay with Board to move forward for BOH and BOCC signature.

Add-On

Subject: Contract with Snohomish Health District

Attachment: yes

Proposed Action: Amendment #1 to the 2010 Agreement between the Region 3 AIDS Service Network and Island County Health Department to allow re-distribution of budget line items at no charge to contract total; Contract No. HD-03-10(1); Contract Amount: \$35,625.00.

Follow up: Okay with Board to move forward for BOH and BOCC signature.

Human Services
Summary Minutes

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Work Session was held between the County Commissioners and Human Services on Wednesday, December 1, 2010, at 1:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair** **Staff: Pam Dill**
 Angie Homola, Member
 John Dean, Member

Staff Present: Jackie Henderson, Director, Beth Plush, Lynda Richards, Mike Etzell, Jaime Montoya, Leon Shordon, Transitional Housing Coordinator

Others Present: Elaine Marlow, Budget Director

Subject: Personnel Actions

Attachment: yes

Proposed Action: Dan Bond, Prevention Coordinator, resigned effective January 1, 2011. On a temporary basis Jackie would like to increase Don Lupien's hours from 20 to 25 per week.

Follow up: Okay with Board.

Subject: Housing Advisory Board

Attachment: yes

Proposed Action: Postponed.

Follow up:

Subject: Community Counseling Connection Program - 2011

Attachment: none

Proposed Action: Authorization to bring forward one contract with list of additional Mental Health Counselors attached.

Follow up: Okay with Board.

Subject: Homeless Grant Assistance Program

Attachment: yes

Information: Presentation and update by Leon Shordon, Transitional Housing Coordinator, and two program participants of the Homeless Grant Assistance Program. The program provides transitional housing for people who are coming out of jail, prison or an in-patient facility with a history of mental illness or substance abuse.

Budget Director
Summary Minutes

Work Session was held between the County Commissioners and the Budget Director on Wednesday, December 1, 2010, at 1:40 p.m. and, in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair** **Staff: Pam Dill**
 Angie Homola, Member
 John Dean, Member

Staff Present: Elaine Marlow, Budget Director

Others Present: Keith Higman, Bill Oakes, Bob Pederson

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Subject: Clean Water Utility

Attachment: none

Proposed Action:

Commissioner Homola moved to schedule a public hearing on an ordinance establishing a Clean Water Utility in Unincorporated Island County Washington outside the Marshall Drainage Basin on December 20, 2010 at 10:30 a.m. The motion was seconded by Commissioner Dean and carried unanimously.

Subject: Budget amendment 2010

Attachments: none

Proposed Action: Schedule public hearing on resolution amending the 2010 Island County Budget.

Follow-up: Okay with Board to move forward with scheduling public hearing on the Board's Monday, December 6, 2010, regular agenda. Hearing scheduled for 12/27/10.

Subject: National Impaired Driving Prevention Month

Attachment: none

Proposed Action: Resolution proclaiming the Month of December 2010 as National Impaired Driving Prevention Month.

Follow-up: Okay with Board to move forward to Monday's agenda.

Subject: Ferry Advisory Committee applicants

Attachments: yes

Proposed Action: The Board considered applicants for the Ferry Advisory Committee – Clinton Terminal.

Follow-up: Okay with Board to forward recommendation to Monday's agenda.

Subject: Committee Assignments for 2011

Attachments: yes

Proposed Action: The Board reviewed committee assignments for 2011.

Follow-up: Okay to move forward to a Monday's meeting for approval.

Chairman's Agenda
Summary Minutes

The County Commissioners met during Chairman's portion of Work Session on Wednesday, December 1, 2010, at 2:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Helen Price Johnson, Chair
Angie Homola, Member
John Dean, Member

Staff: Pam Dill

Staff Present: Jackie Henderson, Human Services Director, Elaine Marlow, Budget Director

Others Present: Jon Marten, Opportunity Council, Lisa Clark, Opportunity Council

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Subject: Presentation by Jon Marten, Opportunity Council, on the 2011 General Purpose Community Development Block Grant

Attachments: yes

Proposed Action: Community Development Block Grant funds are federal Department of Housing and Urban Development funds made available on a competitive basis to counties with less than 200,000 populations. Funds benefit low and moderate-income persons. Due to the fact that only local governments can apply for these funds, the Opportunity Council is proposing that Island County sponsor an application for \$500,000.00 to be used for a homeowner-occupied housing rehabilitation program. Funds will be used to assist at least 22 homeowners, at an average of \$20,454.00, over a course of two years. Island County would be the applicant jurisdiction, and Opportunity Council would be the sub-recipient. The Opportunity Council will prepare the CDBG application at its own expense. If funded, the Opportunity Council proposes that the administrative fee of 10% be split between Island County and the Opportunity Council.

The cost of the rehabilitation work (excluding soft costs) will be secured with a promissory note and deed of trust. The terms of the loan will be zero interest with deferred payments until the ownership or use of the house changes. As the grant recipient, Island County would be ultimately responsible for the performance of the grant.

Follow-up: Okay with Board to set for public hearing on December 13, 2010. Hearing set for January 3, 2011.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Angie Homola, Member

John Dean, Member

ATTEST:

Elaine Marlow, Clerk of the Board